

**Pre-Bid Conference Meeting
Tuesday, June 21, 2020, 1:30 p.m. Local Time**

Dental Services for Holly Center

**MDH/OPASS 21-18633/M00R0600796
eMMA #BPM020280**

**via Conference Call in #
1-662-674-1269
(PIN 616459089)**

Minutes

Attendees

James Walsh, Dental Power International, Inc.

MDH Staff

Holly Center: Karen Ledum, Program Manager, Holly Center
Tammie Wells, Director of Purchasing, Holly Center

OPASS: Dana Wright, Contract Officer, Office of Procurement and Support Services

Dana Wright, Contract Officer, Office of Procurement & Support Services, (OPASS) convened the meeting @ 1:30 pm. Ms. Wright welcomed everyone and reviewed the general purpose of the meeting. Due to the Coronavirus Pandemic (Covid-19), the meeting was conducted via conference call. She asked that participants mute their phones to cut down on the feedback on the line. Obviously when speaking during introductions or to ask questions, participants will unmute the phone.

Individuals then introduced themselves giving their name and the name of their company.

In lieu of the Sign-In Sheet, Ms. Wright stressed the need for all participants to complete Attachment A (Pre-Bid Response Form) and send the form to her attention (Dana.wright@maryland.gov). This will serve as the official record of who attended the meeting.

In her opening remarks, Ms. Wright asked that everyone who ask questions during the Pre-Bid also submit the same questions to the mdh.solicitationquestions@maryland.gov email address.

Ms. Wright noted that the purpose of the Pre-Bid Conference was to review the specifications issued to secure *Dental Services* for Holly Center. Due to Covid-19, the process has been adjusted.

AS STATED ON THE KEY INFORMATION SHEET, BIDS SHALL BE SENT ELECTRONICALLY TO DANA WRIGHT EMAIL ADDRESS. ALSO AS NOTED, BIDS MUST BE PASSWORD PROTECTED. UPON RECEIPT OF YOUR BIDS, MS. WRIGHT WILL SEND

YOU A RECEIPT FOR YOUR RECORD AND ASK THAT YOU SEND HER THE PASSWORD. SINCE THE BID OPENING IS PUBLIC A CALL IN # WILL BE POSTED TO eMMA and MDH WEBSITES IN ADVANCE OF THE DEADLINE

Ms. Wright then gave a detailed overview of the procurement process (see following pages) stressing specific portions in the specifications that will assist potential bidders in successfully submitting bids.

- Section 1- Minimum Qualifications beginning on Page 1 of the IFB,
- eMaryland Marketplace Advantage (eMMA) registration is free. Review **Subsection 4.2** for details on Page 21

An MBE subcontracting goal was NOT established for the contract resulting from this solicitation. However, Minority Business Enterprises are encouraged to respond to this solicitation. A VSBE subcontracting goal was NOT established for the contract resulting from this solicitation.

- Subsection 4.3-Questions, on Page 21
- Subsection 4.23, on Page 26, Payments by Electronic Funds Transfer
- Section 2- Scope of Work, on Pages 2-6
- Section 5- Bid Format, on Pages 31-34
- Subsection 5.4 Required Bid Submission, on Pages 31-33
- Subsection 5.6 - Documents Required upon Notice of Recommendation for Contract Award listed, Page 33-34

Attachment M – Contract as it currently appears in the solicitation is for informational purposes only and is not to be returned with your bid. One of the affidavits you are required to complete, sign, and submit if you are the winning bidder is the Contract Affidavit (Attachment N). Please review the Bid Instructions and Form (Attachment B) this is a separate Excel document. A list of the Attachments can be found on Pages 36 - 38. Some Attachments are not applicable to this particular procurement. Your bid documents are due no later than **August 10, 2020 at 2:00 p.m.**

Local Time via email submission. Bids must be password protected. No bids will be accepted after 2:00 p.m.

The meeting was then opened for facility staff to highlight any part of the specifications that pertained to the facility. Karen Ledum clarified the specifications for the Dental Services being procured for Holly Center.

Finally, potential bidders were given an opportunity to pose questions. Mr. James Walsh from Dental Power International, Inc. had a few questions that will be addressed and shared as soon as possible. Again, all were instructed to follow-up with submitting same questions to the

mdh.solicitationquestions@maryland.gov email address. Answers to all inquiries will be addressed as quickly as possible and posted to eMMA and MDH websites.

Meeting adjourned: 1:50 p.m.